

# **Request for Expression of Interest (REOI)**

## **for**

**Selection of Consultancy firm for  
development of Safety Training and  
Competency standards for Offshore Industry**

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## Part I: REOI Process

### SECTION I: Request for Expression of Interest (REOI)

#### 1. Invitation

##### Organisation Background / About DGS

The Directorate General of Shipping (DGS), an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India, deals in matters relating to merchant shipping. The DGS deals with all matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects.

This Directorate deals with implementation of shipping policy and legislation so as to ensure the safety of life and ships at sea, prevention of marine pollution, promotion of maritime education and training in co-ordination with the International Maritime Organisation, regulation of employment and welfare of seamen, development of coastal shipping, augmentation of shipping tonnage, examination and certification of Merchant Navy Officers, Supervision and Control of the allied departments and officer under its administrative jurisdiction.

The details about DGS and its functions are available at website <https://www.dgshipping.gov.in>

The Directorate General of Shipping (DGS) through (hereinafter referred to as 'the Authority', 'the Head of Procurement', 'the Procuring Entity' and 'the Procuring Organisation' respectively), invites Request for Expression of Interest (hereinafter referred as the 'REOIs') from eligible and qualified Indian companies/agencies for Selection of Consultancy firm for Complete ERP development of Seamen's Provident Fund Organization, Govt. of India

Applicants meeting the qualification criteria would be shortlisted and may be invited for participating in the RFP

It may be noted that the information in this REOI is indicative only and is liable to change. The actual Scope of Work will be available in the Request for Proposal (RFP) document which will be issued to the eligible / short listed bidders selected through this REOI. **Only bidders shortlisted through this REOI will be eligible to respond to the RFP.**

#### 2. Instructions for REOI

##### 2.1 Important Dates

Sr No.	Particulars	Date
1.	Date of availability of REOI on CPPP portal	25/07/2025; 16:00 Hrs.
2.	Start date for submission of queries	26/07/2025; 10:00 Hrs.
3.	Last date to receive queries	08/08/2025; 18:00 Hrs
4.	Start date for submission of EOI response	26/07/2025; 10:00 Hrs.
5.	Last date to receive EOI response	18/08/2025; 16:00 Hrs.
6.	Opening of Bids	19/08/2025; 16:00 Hrs.

## 2.2 Advertisement of REOI

The REOI document shall be published on Central Public Procurement Portal – CPPP (<https://www.eprocure.gov.in/eprocure/app>), official website of DGS (<https://www.dgshipping.gov.in>). All corrigenda, addendums, amendments, date change to REOI shall be posted at the aforesaid portals and no separate notification shall be issued.

## 2.3 Governing Language and Law

The response to REOI submitted by the consultancy firms and all subsequent correspondence and documents relating to the REOI exchanged between the consultancy firm and the DGS, should be written in the language specified in Section II: Appendix (or English if nothing is specified - hereinafter referred to as the 'REOI Language'). However, the language of any printed literature furnished by a consultancy firm in connection with its REOI may be written in any other language provided a certified translation accompanies the same in the REOI language. For interpretation of the REOI, translation in the language of the REOI shall prevail.

The REOI process shall be subject to the laws of the Union of India and the exclusive jurisdiction of courts relevant to the address of the Tender Inviting Authority.

## 2.4 Acronyms

The following Acronyms have been used in this REOI document:

Acronym	Full Form
REOI	Request for Expression of Interest
DGS	Directorate General of Shipping
MoPSW	Ministry of Ports, Shipping and Waterways
KYC	Know Your Customer
GST	Goods and Services Tax
TAT	Turnaround Time
QCBS	Quality and Cost-Based Selection
ISO	International Organization for Standardization
GSTIN	Goods and Services Tax Identification Number
JV/C	Joint Venture/Consortium
RFP	Request for Proposal
MoU	Memorandum of Understanding

## 2.5 The Contents of the REOI document

This REOI document provides the relevant information and instructions to develop an Indian Standards for training of personnel working in Offshore Industry. This standards will provide a unified framework to guide and promote training for Offshore Industry, to strengthen India's manpower towards global

competitiveness. It also includes the mode and procedure for receipt/ opening, evaluation of REOIs, and shortlisting of consultancy firms.

The REOI document consists of the following parts. If additional sections/ appendices are included in a specific REOI, these would be detailed in Section II: Appendix.

**Part I: REOI process**

- 1) Section I: Request for Expression of Interest (REOI)
- 2) Section II: Appendix
- 3) Section III: Qualification Criteria

**Part II: Schedule of Requirements**

- 1) Section IV: Terms of Reference

**Part III: REOI Submission Formats**

- 1) Form 1: REOI Form (Covering Letter)
  - a) Form 1.1: Consultancy firm's Information
  - b) Form 1.2: Eligibility Declarations
- 2) Form 2: Qualification Criteria – Compliance
  - a) Form 2.1: Performance Capability Statement
  - b) Form 2.2: Financial Capability Statements
    - i) Form 2.2.1: Financial Statement
    - ii) Form 2.2.2: Average Annual Turnover
- 3) Form 3: Checklist for Consultancy firm
- 4) Form 4: Declaration for No Conflict of Interest
- 5) Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units
- 6) Form 6: Authorisation to Attend Pre-REOI Conference
- 7) Form 7: Other information required

**2.5.1 Section II: Appendix**

Variable parameters and information related to this specific REOI process are summarized in the appendix.

**2.5.2 Section III: Qualification Criteria:**

This section lays down the Qualifying Criteria for shortlisting consultancy firm. The consultancy firm must have requisite experience with assignments similar in nature in general and specific sectors relevant to the subject assignment. Unless otherwise stated in Section II: Appendix, consultancy firm may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture/consortium (JV/C) and/or a sub-consultancy. In response to this section, consultancy firm must submit Form 2: Qualification Criteria – Compliance and its sub-forms 2.1, 2.2, 2.2.1 and 2.2.2.

### **2.5.3 Section IV: Terms of Reference (TOR)**

‘Section IV: Terms of Reference (TOR)’ describes the background, purpose/ objectives, description/ scope, deliverables/ outcomes, and timelines of Services (hereinafter called the ‘Service’) required. The ‘Service’ may include incidental Goods, Works, and other Services if so indicated therein. Any generic reference the ‘Service’ shall be deemed to include such incidental Goods, Works, and other Services.

### **2.5.4 REOI Formats for submission (To be filled, digitally signed, and uploaded by consultancy firm)**

The consultancy firm must fill, digitally sign and upload the REOI in the Formats given in Part III: REOI Submission Formats.

## **2.6 Corrigenda/Addenda to the REOI document**

1) Before the deadline for submitting REOIs, the DGS may update, amend, modify, or supplement the information, assessment or assumptions contained in the REOI document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original REOI document. The consultancy firms must check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the REOI document.

2) If considered necessary, the DGS may suitably extend the REOI submission deadline to give reasonable time to the prospective consultancy firms to take such corrigendum/ addendum into account in preparing their REOI. After the DGS makes such modifications, any consultancy firm who has submitted his REOI shall have the opportunity to either withdraw his REOI or re-submit his REOI superseding the original REOI within the extended time of submission as per Clause 8.4 below.

3) The DGS may extend the deadline for the REOI submission by issuing an amendment. In such a case, all rights and obligations of the DGS and the consultancy firms previously subject to the original deadline shall then be subject to the new deadline for the REOI submission.

## **3. DGS – Right to reject any or all REOIs**

The issue of the REOI document does not imply that the Procuring Entity is bound to shortlist consultancy firms. The Procuring Entity reserves its right to accept or reject any or all REOIs, abandon/ bypass/ cancel the REOI process and issue another REOI for the same or similar Services before or after shortlisting consultancy firms. It would have no liability to the affected consultancy firms or any obligation to inform the affected consultancy firms of the grounds for such action(s).

## **4. Participation IN REOI – Eligibility Criteria**

### **4.1 Eligibility Criteria**

Subject to other provisions in the REOI document, participation in this shortlisting process is open to all consultancy firm who fulfil the ‘Eligibility’ and ‘qualification’ criteria. The consultancy firm should meet the following eligibility criteria as of the date of their REOI submission and should continue to meet these until the subsequent RFP process and contract award. The consultancy firm shall be required to demonstrate fulfilment of the Eligibility Criteria in Form 1.2 (Eligibility Declarations). The consultancy firm unless otherwise stipulated in Section II: Appendix.

EC #	Condition	Criteria	Supporting Document
EC1	<b>Legal Entity</b>	The bidder / Lead Bidder must be a private entity (a Consulting Company/ LLC/ LLP /Partnership firm/ Society registered in India under the Companies Act, 1956, 2013, 2020 / LLP Act, 2008 and subsequent amendments thereto), a public Entity (Government-owned enterprise or institution)  JV or Consortium are not allowed	Copy of certificate for Registration
EC2	<b>Registration Certification by the concerned authority/government</b>	The bidder / Lead Bidder must have valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate issued by the concerned authority/government as applicable to the subject Services.	Copy of certificate for Registration
EC3	<b>Declaration of Insolvency, Bankruptcy, etc.</b>	The bidder / Lead Bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended, and must not be the subject of legal proceedings for any of aforesaid reasons.	Declaration by authorised signatory in Form 1.2
EC4	<b>Blacklisting by Govt.</b>	i.The bidder / Lead Bidder must Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or ii.Not be convicted (within three years preceding the last date of	Declaration by authorised signatory in Form 1.2

EC #	Condition	Criteria	Supporting Document
		<p>EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities, for:</p> <ul style="list-style-type: none"> <li>a. offenses involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or</li> <li>b. offenses under the Indian Penal Code for any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or</li> <li>c. suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.</li> </ul> <p>iii. Not have changed its name or created a new "Allied Entity", consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above</p>	
<b>EC5</b>	<b>Conflict of Interest</b>	<p>The bidder / Lead Bidder must Not have a conflict of interest (as defined in clause 4.5, Conflict of Interest below), which substantially affects fair</p>	<p>Declaration by authorised signatory in Form 1.2</p>

EC #	Condition	Criteria	Supporting Document
		competition. No attempt should be made to induce any other Bidder to submit or not to submit an EOI to restrict competition.	

Not have a conflict of interest (as defined in clause 4.5 below), which substantially affects fair competition. No attempt should be made to induce any other consultant/ consultancy firm to submit or not to submit an REOI to restrict competition.

## 4.2 Eligibility of consultancy firm from Restricted Countries

### 4.2.1 Restrictions based on Reciprocity.

Entities from countries (if so, identified in Section II: Appendix) as not allowing Indian companies to participate in their Government procurement shall not be allowed to participate (directly or as a sub-contractor or as a member of a JV/C) on a reciprocal basis in this REOI process under the “Public Procurement (Preference to Make in India) Order 2017<sup>1</sup>” (MII – para 10 -d) of Department for Promotion of Industry and Internal Trade, (DPIIT). The consultancy firm must apprise themselves of the latest version of this order.

### 4.2.2 Restrictions based on Land Borders

Order (Public Procurement No. 1) issued by the Government of India (Ministry of Finance Department of Expenditure Public Procurement Division) restricting procurement from consultancy firm from certain countries that share a land border with India shall apply to this procurement. The consultancy firm must apprise themselves of the latest version of this order. Any consultancy firm from a country that shares a land border with India, excluding countries to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (as listed on the website of the Ministry of External Affairs), – hereinafter called ‘Restricted Countries’ shall be eligible to participate in this REOI, only if the consultancy firm is registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). The consultancy firm shall enclose the certificate in Form 1 - REOI Form.

## 4.3 Sub-Consultants/Sub-Contracting

The consultancy firm may propose to associate Sub-consultants for specialised parts of the Services provided their names and details are clearly stated in the REOI. Such Sub- consultants should not circumvent the eligibility condition laid down above. The value of such sub-contracts shall not exceed the limit specified (25% of the contract price, if not specified) in Section II: Appendix. Nevertheless, the consultancy firm shall solely remain responsible for sub-contracted portions of the Services. Key and non-key personnel, whether full-time employees or on contract, shall not be considered sub-consultants. Procurement of incidental goods, equipment hires, or labour engagement shall not be treated as sub-contracting.

#### **4.4 Joint Venture/Consortium (JV/C) :**

##### **JV/C not allowed**

#### **4.5 Conflict of Interest**

- 1) Any consultancy firm with a conflict of interest that affects fair competition shall not be eligible to participate in this procurement process. REOIs found to have a conflict of interest shall be rejected as nonresponsive. Consultant shall be required to declare the absence of such conflict of interest in Form 1.2 - Eligibility Declarations. A consultant in this procurement process shall be considered to have a conflict of interest if the consultant:
  - a. directly or indirectly controls, is controlled by or is under common control with another Consultant; or
  - b. receives or has received any direct or indirect subsidy/ financial stake from another consultancy firm; or
  - c. has the same correspondence address or same legal representative/ agent as another consultancy firm for purposes of this REOI; or
  - d. has a relationship with another consultancy firm, directly or through common third parties, which puts it in a position to have access to information about or influence the REOI of another consultancy firm; or
  - e. Having potential access to information through ongoing engagements, which may result in an unfair advantage over other bidders.
  - f. would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (TOR)/ Activity Schedule/ schedule of requirements or the REOI/ RFP Document etc) of this procurement process; or
  - g. has a close business or family relationship with a staff of the Procuring Organisation who:
    - i. are directly or indirectly involved in the preparation of the REOI document or Terms of Reference of the procurement process and/or the evaluation in REOI and/ or RFP process; or
    - ii. would be involved in the implementation or supervision of the resulting contract
    - iii. Any conflict stemming from such a relationship must be reported and resolved in a manner acceptable to the Procuring Entity throughout the REOI and RFP processes and execution of the contract.
    - iv. A consultancy firm may participate as a sub-consultant in more than one bid but only in that capacity (i.e., without bidding in an individual capacity). Bids submitted in violation of this procedure will be rejected.
- 2) Participation of only One Entity from Affiliates: Only one entity from among a consultancy firm and its affiliates (that directly or indirectly control or are controlled by or are under common control with that firm) individually or as part of a joint venture or as a Sub-consultant shall be permitted to participate in REOI.
- 3) The consultancy firm shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this REOI and RFP process.

## 5. Purchase preference policies of the government.

### 5.1 Relaxation in Prior Turnover and Experience to Start-ups

## 6. Downloading the REOI document, clarifications and pre-EOI conference

### 6.1 Availability and Downloading of the REOI Document

The REOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work, etc. is enclosed. REOI document is also available for downloading from the CPPP Portal (<https://eprocure.gov.in/eprocure/app>) and from DGS website [www.dgshipping.eov.in](http://www.dgshipping.eov.in). Further details, if any, may be obtained from Captain Anish Joseph, Dy. Nautical Adviser, DGS, 9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042. Email: [anish-dgs@gov.in](mailto:anish-dgs@gov.in)

Interested consultancy firms should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to be shortlisted for providing the Services.

### 6.2 Clarifications

A Consultancy firm may seek clarification of the REOI document through the eProcurement portal (<https://eprocure.gov.in/eprocure/app>) before the date and time prescribed in Section II: Appendix (or, if not mentioned, before fourteen days of the deadline for the REOI submission). This deadline may not be extended in case of any intervening holidays. No other means of submission of queries shall be entertained. All such queries shall relate to the REOI document alone, and queries related to a detailed analysis of Reference, payment terms and mode of selection shall only be entertained during the RFP Process. The Procuring Entity shall respond no later than seven days before the deadline for REOI submission. The query and clarification shall be shared with all prospective consultancy firms on the portal without disclosing its source. If required, the Procuring Entity may modify the REOI document that may become necessary due to the clarification through an Addendum/ Corrigendum issued as per clause 2.4 above

### 6.3 Pre-EOI Conference

- 1) The Authority reserves the right to host a Pre-EOI conference. It is however, not mandatory for the Authority to host such Pre-EOI conference. In case, a pre-EOI conference is to be held, the date and time shall be published. The bidders shall submit their requests for clarifications to the following email address [anish-dgs@gov.in](mailto:anish-dgs@gov.in). The authority reserves the right to respond to the queries and extend the timelines as deemed necessary. In the event of any changes to this REOI, suitable corrigenda shall be published. In case no such corrigendum is published, the original terms and timelines mentioned in this REOI shall hold.

## 7. Preparation of REOI

### 7.1 REOI Submission Formats:

The consultancy firm must fill and submit the REOI in the Formats in Part III - REOI Submission Formats'. REOI by the consultancy firm shall include inter-alia duly signed or digitally signed scanned copies of the original documents in pdf format.

## 7.2 EOI Validity

- 1) Unless specified to the contrary in Section II: Appendix, REOs shall remain valid for a period not less than 120 (One Hundred and twenty) days from the deadline for the REOI submission stipulated in Section II: Appendix. An REOI valid for a shorter period shall be rejected as nonresponsive.
- 2) In case the day up to which the REOs are to remain valid falls on/ subsequently declared a holiday or closed day for the Procuring Entity, the REOI validity shall automatically be deemed to be extended up to the next working day.
- 3) In exceptional circumstances, before the expiry of the original time limit, the Procuring Entity may request the consultancy firm to extend the validity period for a specified additional period. The request and the consultants' responses shall be made in writing or electronically. A consultancy firm may agree to or reject the request. A consultancy firm who has agreed to the Procuring Entity's request for extension of EOI validity, however, in no case he shall be permitted to modify his REOI.

## 8. Signing and uploading of REOs

### 8.1 Relationship between Consultancy firm and eProcurement Portal

The Procuring Entity is neither a party nor a principal in the relationship between the consultancy firm and the organization hosting the e-procurement portal (<https://eprocure.gov.in/eprocure/app>) (hereinafter called the portal). Consultancy firms must comply with the rules, conditions, regulations, procedures, and implied conditions/ agreements of the eProcurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. Consultancy firms shall settle clarifications and disputes, if any, regarding the portal directly with them. In case of conflict between provisions of the portal with the REOI document, provisions of the portal shall prevail. Consultancy firms may study the resources provided by the Portal for Consultancy firms.

### 8.2 Signing of REOI

The individual signing/ digitally signing the REOI or any other connected documents should submit an authenticated copy of the document(s), which authorizes the signatory to commit and submit REOs on behalf of the Consultancy firm along with Form 1.1: Consultancy firm Information.

### 8.3 Submission/Uploading of REOs

#### 8.3.1 Submission/Uploading to the Portal

- 1) REOs must be uploaded on the eProcurement Portal (<https://eprocure.gov.in/eprocure/app>) mentioned in Section II: Appendix until the submission deadline. If the office happens to be closed on the deadline to submit the REOs as specified above, this deadline shall not be extended. No manual REOs shall neither be made available nor accepted for submission. REOI submitted through modalities other than those stipulated in Section II: Appendix shall be liable to be rejected as nonresponsive.
- 2) In the case of downloaded documents, Consultancy firms must not make any changes to the contents of the documents while uploading, except for filling in the required information. Otherwise, the REOI shall be rejected as nonresponsive. Uploaded Pdf documents should not be

password protected. Consultancy firms should ensure the clarity/ legibility of the scanned documents uploaded by them.

- 3) The date and time of the e-Procurement server clock, which is also displayed on the dashboard of the consultancy firm, shall be taken as the reference time for deciding the closing time of REOI submission. Consultancy firms are advised to ensure they submit their REOI within the deadline of REOI submission, taking the server clock as a reference, failing which the portal shall not accept the REOIs. No request on the account that the server clock was not showing the correct time and that a particular consultancy firm could not submit their REOI because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The Procuring Entity shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender process.
- 4) Only one copy of the REOI can be uploaded, and the Consultancy firm shall digitally sign all statements, documents, and certificates uploaded by him, owning sole and complete responsibility for their correctness/ authenticity as per the IT Act 2000 as amended from time to time. An REOI submitted by a Joint Venture shall be digitally signed by an authorized representative who has a written power of attorney signed by each member's authorized representative to be legally binding on all members.
- 5) All REOIs uploaded by consultancy firms to the portal shall get automatically encrypted. The encrypted REOI can only be decrypted/ opened by the authorized persons on or after the due date and time. They should ensure the correctness of the REOI before uploading and take a printout of the system-generated submission summary to confirm successful REOI upload.

### **8.3.2 Implied acceptance of procedures by Consultancy firm**

Submission of REOI in response to the REOI document is deemed to be acceptance of the procedures and conditions of the e-Procurement and REOI document.

### **8.3.3 Responsibility of the Consultancy firm to declare all changes.**

Consultancy firm must advise DGS immediately in writing of any material change to the information provided in their REOI submission, including any substantial change in their ownership, eligibility, or financial or performance capacity. For shortlisted Consultancy firms, this requirement applies until a contract is awarded in the following RFP process. For the consultant successful in the RFP process, this requirement shall apply till the execution of the resultant contract.

## **8.4 Modification, Resubmission and Withdrawal of REOIs**

### **8.4.1 Modification and Re-submission**

Once submitted in e-Procurement, Consultancy firm cannot view or modify their REOI since it is locked by encryption. However, resubmission of the REOI by Consultancy firms for any number of times superseding earlier REOI(s) is allowed up to the submission deadline by following procedures prescribed by the portal. Resubmission of an REOI shall require uploading all documents afresh. The system shall consider only the last REOI submitted.

### 8.4.2 Withdrawal

The consultant may withdraw his REOI before the submission deadline by following procedures prescribed by the portal, and it shall be marked as withdrawn and shall not get opened during the REOI opening. No REOI should be withdrawn after the submission deadline and before its validity period expires.

## 9. REOI opening

REOIs received shall be opened on date and time in Section II: Appendix.

## 10. Evaluation of REOIs and shortlisting of Consultancy firms

### 10.1 General Norms

#### 10.1.1 Evaluation is based only on declared criteria.

- 1) The evaluation shall be based upon scrutinizing and examining all relevant data and details submitted by Consultancy firm in its EOI and other allied information deemed appropriate by DGS. Evaluation of responses to this REOIs shall be based only on the criteria/ conditions included in the REOI document.
- 2) Information relating to the evaluation of EOIs, and shortlisting results shall not be disclosed to any participant or any other persons not officially concerned with such process until the notification of shortlisting is made in accordance with clause 10.2.5 below.
- 3) The determination shall not consider the qualifications of other firms, such as the consultancy firm's subsidiaries, parent entities, affiliates, or any other firm(s) different from the consultancy firm.

#### 10.1.2 Clarification of REOIs and shortfall documents

- 1) During the evaluation of REOIs, the DGS may, at its discretion, but without any obligation to do so, ask consultancy firms to clarify its EOI by a specified date (or, if not specified, seven days from the date of receipt of such request). The consultancy firm should answer the clarification within that specified date. The clarification request and response shall be submitted in writing or electronically. No change in the substance of the EOI shall be sought, offered, or permitted that may grant any undue advantage to such a consultancy firm. Any clarification submitted by a consultancy firm regarding its EOI that is not in response to a request by the Purchasing Entity shall not be considered.
- 2) DGS reserves its right to, but without any obligation to do so, seek any shortfall information/ documents. Provided such information/ documents are historical, which pre-existed at the time of the EOI opening and which have not undergone change since then and do not grant any undue advantage to any Consultancy firm. There is a provision on the portal for requesting Short-fall documents from the consultancy firms. The system allows taking the shortfall documents from consultancy firms only once after the EOI opening.
- 3) If the consultancy firm fails to provide satisfactory clarification and/or missing information, its EOI shall be evaluated based on available information and documents.

### **10.1.3 Contacting Procuring Entity during the evaluation**

From EOI submission to shortlisting of Consultancy firms, no Consultancy firm shall contact DGS on any matter relating to the submitted EOI. If a Consultancy firm needs to contact DGS relating to this EOI, it should do so only in writing or electronically. Any effort by a Consultancy firm to influence DGS during the REOI process shall be construed as a breach of the Code of Integrity, and EOI shall be liable to be rejected as non-responsive in addition to other punitive actions for such a breach as per the REOI document.

## **10.2 Evaluation of REOIs and Shortlisting**

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the REOI document is ascertained. Additional factors incorporated in the REOI document shall be considered as indicated therein.

### **10.2.1 Determining Responsiveness**

Only substantively responsive EOIs shall be evaluated for shortlisting. A substantively responsive EOI is complete and conforms to the REOI document's essential terms and conditions. Unless otherwise stipulated in Section II: Appendix, the following are some of the crucial aspects for which an EOI shall be rejected as nonresponsive:

- 1) The EOI is not in the prescribed format or is not submitted as per the stipulations in the REOI document.
- 2) The consultancy firm is not eligible to participate in the EOI as per laid down eligibility criteria.
- 3) The EOI validity is shorter than the required period.
- 4) The EOI departs from the essential requirements stipulated in the EOI document.
- 5) Non-submission or submission of illegible scanned copies of stipulated documents/ declarations if any
- 6) The consultancy firm fails to provide and/ or comply with the required information, instructions etc., incorporated in the REOI document or gives evasive information/ reply against any such stipulations.
- 7) The consultancy firm furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejecting the EOI as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the REOI document for breach of the Code of Integrity

### **10.2.2 Evaluation of Eligibility**

DGS shall determine, to its satisfaction, whether the consultancy firms are eligible as per Clause 4 above to participate in the REOI process as per submission in 'Form 1.2: Eligibility Declarations'. The eligibility evaluation shall be on a "pass" or "fail" basis. A consultancy firm must achieve a "pass" on all the criteria to proceed to the next step. Any consultancy firm not achieving a 'pass' in any of the eligibility criteria shall be rejected as nonresponsive.

### **10.2.3 Evaluation of Qualification Criteria**

- 1) DGS shall determine whether the Consultancy firms are qualified and capable in all respects to be shortlisted to provide the 'Services' (subject to dispensation, if any, for Start-ups, as per clause 5.1 above), as per Section III: Qualification Criteria and submission in Forms listed in Part II: 'EOI

Submission Formats'. The determination shall not consider the qualifications of other firms, such as the consultancy firm's subsidiaries, parent entities, affiliates, or any other entity different from the consultancy firm. The Experience of Key Experts are not included in the shortlisting criteria but shall be evaluated at the RFP stage.

- 2) Consultancy firm's planning to subcontract any of the Key Activities indicated in Part II Schedule of Requirements to Sub- consultancy firms in accordance with clause 4.3 above, shall specify the activity(ies) or parts of the Services to be subcontracted in their EOI identifying the proposed Sub-consultants in their EOI. Experience (but not Financial Qualifications) of such proposed Sub-consultant(s) can be used to meet the experience requirements specified in Section III Qualification Criteria.
- 3) Unless otherwise stipulated in Section II: Appendix, assignments completed by the consultancy firm's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant or that of the consultancy firm's partners or sub-consultants in Form 2.1: Performance Capability Statement.

#### **10.2.4 Verification of Original Documents at RFP Process**

The DGS reserves its right to call for verification, originals of all self-certified copies of uploaded documents from the consultancy firm's during the following RFP Process. If the shortlisted consultancy firm fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

#### **10.2.5 Declaration of Shortlisted consultancy firm**

- 1) EOIs of consultancy firms that succeed in the above evaluation shall be shortlisted. Provisionally shortlisted consultancy firms will be informed of the condition(s) that must be met before submitting their Proposal in the RFP process. Such shortlisting shall remain valid for a period specified in Section II: Appendix (six months from the date of declaration, if not so specified).
- 2) Only shortlisted (including provisionally shortlisted) consultancy firm shall be invited to participate in the following RFP process. If stipulated in Section II: Appendix, if there are a larger number of consultants meeting the evaluation criteria, the shortlist shall be restricted to a specified number of consultancy firm (if not specified, three(3) consultancy firms)
- 3) The name and address of the shortlisted consultancy firm (s) shall be published in the portal and notice board/ bulletin/website of DGS. All consultancy firms shall be advised about shortlisting of their EOIs or otherwise without disclosing the comparative position of their EOIs with that of others. Shortlisted consultancy firms must not advertise or publish the same in any form without the prior written consent of the Procuring Entity.
- 4) Shortlisting a consultancy firm is an administrative process and does not confer any legal or contractual rights on him. Since original documents/ certificates are not being called for and examined at this stage, all shortlisted shall be conditional upon final verification of such documents/ certificates during the RFP Process.

### 10.3 Publication of RFP following with REOI

DGS shall publish a Request for Proposal (RFP) addressed exclusively to shortlisted consultancy firm for the following procurement process through the eProcurement portal (<https://eprocure.gov.in/eprocure/app>).. DGS/ the Portal may issue notifications/ alerts to such consultancy firm but without any liability. Such consultancy firm shall be responsible for being on the lookout for the RFP on the portal. While publishing the RFP, the Procuring Entity reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification Criteria and other terms & conditions without vitiating the shortlisting process. Shortlisted consultancy firm shall have no claim in this regard.

## 11. Grievance redressal/complaint procedure

- 1) Consultancy firms have the right to submit a complaint or seek de-briefing if he is not shortlisted in this REOI process, in writing or electronically, within ten days of the declaration of REOI evaluation results. The complaint shall be addressed to the Head of Procurement.
- 2) Within five working days of receipt of the complaint, the Tender Inviting Authority shall acknowledge the receipt in writing to the complainant, indicating that it has been received. The response shall be sent at the right time after a detailed examination.
- 3) The Tender Inviting Authority shall convey the final decision to the complainant within 15 days of receiving the complaint. No response shall be given regarding the confidential process of evaluating EOIs before the results are notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
  - a) Only a consultancy firm who has participated in the REOI process and has not been shortlisted can make such a representation. Complaints regarding shortlisting or exclusion of other consultancy firms shall not be entertained.
  - b) No third-party information (REOIs, eligibility/ qualification) shall be sought and must not be included in the response.
  - c) Following decisions of the DGS shall not be subject to review:
    - i) Determination of the need for procurement.
    - ii) Complaints against eligibility and qualification criteria except under the premise that they are either vague or too specific to limit competition.
    - iii) Choice of the selection procedure.
    - iv) Provisions limiting the participation of consultancy firms in the REOI process, in terms of policies of the Government.
    - v) Provisions regarding purchase preferences to specific categories of consultancy firms in terms of policies of the Government.
    - vi) Cancellation of the REOI process except where it is intended to subsequently re-tender the same Services.

## 12. Manual of integrity in public procurement, misdemeanors, and penalties

Manual of Integrity and penalties for violating the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this REOI process. Procuring authorities, consultants, suppliers, contractors, and

consultancy firms should observe the highest standard of integrity and not indulge in prohibited practices or other misdemeanors, either directly or indirectly, during the entire procurement Process (including this REOI) or the execution of resultant contracts.

Note: For further details, please refer to appended Section II: Appendix.

Digitally Signed by

Tender Inviting Authority (TIA)

[Capt. Anish Joseph, Dy. Nautical Adviser-cum-Sr. DDG(Tech)]

### **13. Audit by Third Party**

DGS at its discretion may appoint third party(s) for auditing the activities of onsite services and operations of entire services provided to the DGS. The services shall include, not limited to, hardware's supplied to DGS, Software's etc.

## Section II: Appendix

Request for Expression of Interest Document No. xx-xx/x/xx/REOI/001

Tender Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm** to Study & develop Safety Training and Competency Standards for Indian Offshore Sector

Publisher: Directorate General of Shipping (DGS), Govt of India

1.0 Basic REOI Details			
Tender Title	Request for Expression of Interest (REOI) for Selection of Consultancy firm for Study and development of Safety Training and Competency standards for Indian Offshore Industry		
Name of Project	Study & development of Safety Training and Competency Standards for Indian Offshore Industry.		
Tender Reference Number	xx-xx/x/xx/REOI/001	Tender ID	Refer CPPP Portal
Tender Type	Expression of Interest	Tender Category	Services
No. of Covers	Single Cover	Product Category	Consultancy Service
Domestic/ Global Procurement	Domestic Procurement	Organisation:	Directorate General of Shipping
The Procuring Entity:	Directorate General of Shipping	Authority on whose behalf EOI is invited	The President of India, through the Head of Procurement of the Directorate General of Shipping
Through the	Capt. Anish Joseph, Dy.NA	Tender Inviting Authority (TIA)	Directorate General of Shipping
Address	Directorate General of Shipping, Govt. of India 9th Floor, Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042, India		
2.0 Critical Dates (Clause 6; 7; 8, and 9)			
Published Date	Refer CPPP	EOI Validity (Days from the date of EOI Opening) – REOI Clause 7.2	Min. 120 days
Document Download Start Date & Time	Refer CPPP	Document Download End Date & Time	Refer CPPP
Clarification Start Date & Time	Refer CPPP	Clarification End Date & Time	Refer CPPP

EOI Submission Start Date & Time	Refer CPPP	EOI Submission Closing Date & Time	Refer CPPP
EOI Opening Date & Time	Refer CPPP		
<b>3.0 Eligibility Criteria</b>			
As mentioned in REOI; <i>Refer Section I (clause 4: Eligibility Criteria)</i>			
<b>4.0 Obtaining the REOI document and clarifications (Clauses 6 &amp; 8)</b>			
eProcurement and Procuring Entity's Portal/ Help Desk	<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	<i>Refer CPPP</i>	
	<a href="https://www.dgshipping.gov.in/">https://www.dgshipping.gov.in/</a>		
Cost of REOI document (INR)	Nil		
Office/ Contact Person/ email for clarifications	Capt Anish Joseph, Dy. Nautical Adviser Anish-dgs@gov.in		

5.0 Pre-EOI Conference (Clause 6.3)			
Is a Pre-EOI Conference proposed to be held?		Yes	
Place, time, and date of the Pre-EOI Conference / Online conference link			
6.0 Preparation and Submission and Opening of EOIs (Clauses 7 and 8)			
EOIs to be Addressed to	Directorate General of Shipping		
Instructions for Online EOI Submission	Refer CPPP		
Language of Submission	English	EOI Validity	Min. 120 days
EOI Opening Place	Online CPP Portal		
7.0 Evaluation of EOI and Qualification Criteria			
As mentioned in REOI; Section I (Clause 10); Section III Qualification Criteria			
8.0 About RFP that would follow – clause 10.3			
RFP to be issued	Limited to shortlisted consultancy firm/s from this EOI	Form of Contract from RFP	To be mentioned in RFP

Selection Method	QCBS 70:30	Bid Security Requirements	To be mentioned in RFP
Performance Security	To be mentioned in RFP		

### Section III: Qualification Criteria

REOI document No. xx-xx/x/xx/REOI/001

Title **Request for Expression of Interest (REOI) for Selection of Consultancy firm to Study & Develop Safety Training and Competency Standards for Indian Offshore Industry.**

Note for Consultancy firm: Regarding this section, consultancy firms shall submit the following forms:

- 1) Form 2: Qualification Criteria – Compliance
  - a) Form 2.1: Performance Capability Statement
  - b) Form 2.2: Financial Capability Statements
    - i) Form 2.2.1: Financial Statement
    - ii) Form 2.2.2: Average Annual Turnover
  - c) Form 3: Checklist for Consultancy firm
  - d) Form 4: Declaration for No Conflict of Interest
  - e) Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units
  - f) Form 7: Other information required.
  - g) Relevant date when the specified period ends for different supporting reports shall be:
    - i) For all annual reports, the periods mentioned end date with the financial year.
    - ii) For other statements, the periods mentioned end on the month before the last date of EOI submission.

#### Qualification Criteria:-

S. No.	QC #	Condition Criteria	Supporting Document
1	QC1	<b>Similar Experience:</b> The Bidder/Lead bidder must have consultancy experience including:	- <b>Form 1.1:</b> Bidder Information
		- Minimum 2 Relevant project in Maritime sector delivered in last 10 years - Minimum 2 Relevant project in Indian Public sector pertaining to Policy Making in last 10 years	Letter of Award (LoA) (OR) Completion certificate (OR) Self- certification by MD of the bidder
2	QC2	<b>Technical Capability:</b>	
		Range of experience in providing consultancy/ advisory services on multiple types of offshore service vessels :- <ul style="list-style-type: none"> <li>• OSV/PSV/Utility vessels</li> <li>• AHTS / Tugs</li> <li>• Barges – Accommodation / Pipelay/ Derrick / Crane / Heavy Lift / Dumb cargo barge etc</li> <li>• Specialised Vessels like DSV / MSV etc (fitted with Air Diving ROV)</li> <li>• Survey Ships</li> <li>• Harbor craft Patrol Craft</li> <li>• Crew Boat / Passenger Craft for Oil &amp; Gas use</li> </ul>	Letter of Award (LoA) (OR) Completion certificate (OR) Self- certification by MD of the bidder

		<ul style="list-style-type: none"> <li>• Self-elevating MODU Drilling rigs</li> <li>• Well Stimulation and other specialised vessels for Oil &amp; Gas use</li> <li>• Bulk Tankers</li> <li>• FPSO / FSO / Oil Tankers</li> <li>• Dry Bulk Cargo Ships</li> <li>• Passenger Ships</li> </ul>	
<b>3</b>	QC4	<b>Turnover and Size:</b> The Bidder/Lead Bidder must have a minimum average annual turnover of INR 500 Cr over the last three financial years ending March 31, 2025 from consulting business operations in India. (Excluding IT implementation, Forensic/ Internal Audit/ Risk Assessment / tax)	<b>- Form 2.2.1:</b> Financial Statement
<b>4</b>	QC 4	No of domain Experts / Consultants relevant to this project, having 25+ years on payroll of the bidder for at least last three years 1. Over 25 2. between 20-25 3. between 15-20	Certificate from HR
<b>5</b>	QC 5	Valid ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 covering minimum Scope	Copy of the ISO certificate need to be attached

*Note to consultancy firm: During RFP Process, while original documents/ certificates are called for to authenticate the qualification claimed, the following may be kept in mind:*

1. The consultancy firm shall submit the audited balance sheet and/or banking reference along with their proposal. An authorised representative of the consultancy firm must -sign the statement. Or A certificate stating turnover for the 3 consecutive years from a statutory auditor / chartered accountant can be provided to prove financial capacity in case audited balance sheets are not available.
2. Relevant industry sectors for this Project are – Merchant Shipping, Ports and Harbor, Shipyards, Ship Recycling Centres, Offshore Operations, Inland Waterways and Heavy Engineering
3. The Consultant shall submit certificates for projects from the engaging government agency / client to prove technical capacity, which provide details of project description, project timelines, and current status of implementation, approximate project value and role of consultant. In case the project is confidential and / or the client name / client certificate cannot be provided, then a self-certification by MD of the firm / chartered account can be provided.

### Format for Submitting Work Experience

Client	Description of work	Order value	Start date as per order	Completion date as per order	Type of evidence provided

**Please note :** The case study, wherever specified shall include objectives for the engagement, approach and relevance for this REOI

## Part II: Schedule of Requirements

### SECTION IV: Terms of Reference (TOR)

#### Introduction

The Directorate General of Shipping (hereinafter referred to as "Client") is the statutory authority responsible for maritime administration in India. Its mandate encompasses maritime education and training, the development of the shipping industry, and ensuring compliance with international and national maritime laws and standards.

The Client plays a pivotal role in implementing shipping policies and legislation to safeguard life at sea, ensure the safety of ships, and prevent marine pollution. It also facilitates the regulation and promotion of maritime education and training in accordance with the International Maritime Organization (IMO) conventions and other relevant global stakeholders. Key responsibilities include the regulations related to safety of life at sea, prevention of pollutions at sea, Maritime Training of seafarers, employment and welfare of seafarers, the examination and certification of Merchant Navy Officers, and the supervision and governance of allied maritime departments.

#### Background

India's offshore sector has witnessed unprecedented growth over the past decades, driven by strategic expansion in the maritime, oil and gas, and renewable energy sectors. This sector relies on an extensive array of specialized vessels that facilitate critical offshore operations such as surveys, exploration, production, installation, logistics, and maintenance.

As the nation emphasizes energy security and self-reliance, the demand for state-of-the-art offshore service vessels has grown exponentially. These vessels incorporate advanced technology and cater to diverse operational requirements. However, this rapid evolution also presents distinct challenges:

1. **Standardization of Safety Protocols:** The diversity in vessel operations and global regulatory frameworks necessitates the creation of India-centric safety and operational guidelines.
2. **Emerging Needs in Offshore Wind Energy and Mineral Exploration:** India's focus on offshore wind energy and seabed mineral exploration introduces a broader spectrum of vessel types, requiring a more dynamic and inclusive regulatory approach.
3. **Global Competitiveness:** To compete internationally, India must ensure its offshore service vessels and personnel adhere to global standards in safety, operational excellence, and environmental compliance.

These challenges underscore the critical need for a robust regulatory and training framework tailored to India's unique operational and regulatory landscape.

## Objective

Given the evolving landscape of India's offshore sector and the inherent challenges of ensuring operational safety and competency, it is imperative to align industry practices with regulatory frameworks. The primary objective is to develop a **comprehensive regulatory and operational framework** that:

- a) Ensures safety, environmental protection, and operational excellence across diverse offshore activities.
- b) Harmonizes industry standards with global best practices to mitigate operational risks and enhance India's offshore sector's competitiveness.
- c) Establishes Safety training and competency standards for offshore personnel to meet the demands of emerging technologies and operational complexities.

The Client intends to engage a **Consultant** to:

- a) **Benchmark Global Standards:** Analyze international regulations and safety protocols governing the offshore sector.
- b) **Identify Gaps:** Conduct a gap analysis to identify discrepancies between existing practices in India and global best practices.
- c) **Recommend Guidelines:** Develop tailored safety, operational, and competency standards aligned with India's regulatory needs and international frameworks.
- d) **Support Implementation:** Offer insights into the practical implementation of these recommendations for sustained compliance and operational improvement.

Through this initiative, the Client seeks to establish a regulatory framework for operational safety & complementing competency and training standards that positions India's offshore industry and workforce as globally competitive, efficient, and safe.

## DETAILED SCOPE OF WORK

The consultant shall be entrusted with the development of a comprehensive training, competency, and safety framework for personnel deployed on offshore service vessels and installations, including oil rigs and vessels engaged in offshore wind, mineral exploration, and energy production. The detailed scope of work shall include, but not be limited to, the following activities:

### 1. Data Collection and Global Benchmarking

1.1 The consultant shall undertake a comprehensive study aimed at identifying, analysing, and documenting prevailing training, certification, and competency standards applicable to personnel engaged in offshore service operations across at least five globally prominent offshore jurisdictions. These jurisdictions shall include, but are not limited to, the Gulf of Mexico (United States), the Norwegian Continental Shelf, the North Sea (United Kingdom and European Union), the Middle East (covering the United Arab Emirates, Kingdom of Saudi Arabia, and Qatar), and Asia-Pacific regions such as Singapore, Malaysia, and Australia. The objective of this benchmarking exercise is to derive actionable insights from mature regulatory environments that govern complex offshore activities and to inform the formulation of India-specific standards that are harmonised with global best practices.

1.2 As part of the benchmarking process, the consultant shall evaluate in detail the following components in each of the selected jurisdictions:

- The mandatory and recommended training programs, certifications, and competency frameworks applicable to a wide range of offshore job roles and disciplines. This shall include, but is not limited to, internationally recognised standards such as the Standards of Training, Certification and Watchkeeping (STCW), Basic Offshore Safety Induction and Emergency Training (BOSIET), Further Offshore Emergency Training (FOET), certifications administered under the Offshore Petroleum Industry Training Organisation (OPITO), the International Well Control Forum (IWCF), the International Marine Contractors Association (IMCA), and classification society endorsements such as those from DNV.
- The role-specific thresholds concerning training duration, minimum operational exposure, and required safety qualifications based on the complexity of tasks and vessel functions. This should also account for variations in requirements for entry-level personnel, supervisory roles, and specialist functions.
- The prevailing regulatory guidance and oversight structures enforced by the International Maritime Organization (IMO), national maritime authorities (flag states and port states), classification societies, and other maritime safety and compliance agencies operating within those regions.
- The codes of practice, industry protocols, and performance standards issued by sector-specific organisations, including but not limited to the Oil Companies International Marine Forum (OCIMF), International Marine Contractors Association (IMCA), International Association of Drilling Contractors (IADC), and other relevant bodies.

- The structure and integration of Environmental Management Systems (EMS) and Occupational Health and Safety Assessment Series (OHSAS) frameworks, with a focus on alignment with ISO standards (e.g., ISO 9001, 14001, 45001) and national regulations such as the Oil Industry Safety Directorate (OISD) guidelines in India.

1.3 The benchmarking exercise shall also include an exhaustive mapping of training and competency standards specific to different classes and categories of offshore service vessels. The consultant shall ensure that the following vessel types are duly covered in the scope of assessment:

- Offshore Supply Vessels (OSVs), Anchor Handling Tug Supply Vessels (AHTS), and Platform Supply Vessels (PSVs), which serve critical logistics and anchor handling functions in offshore installations.
- Accommodation Barges, Derrick Barges, Heavy-Lift Barges, and Pipe-Lay Vessels, which are deployed for infrastructure support, subsea cable and pipeline laying, and structural lifting operations.
- Diving Support Vessels (DSVs), Multipurpose Support Vessels (MSVs), and Construction Support Vessels (CSVs), particularly those equipped with dynamic positioning, remotely operated vehicles (ROVs), and saturation diving systems.
- Mobile Offshore Drilling Units (MODUs) such as self-elevating jack-up rigs, drill ships, and Floating Production Storage and Offloading (FPSO) units.

Through this benchmarking and data collection phase, the consultant shall develop a well-substantiated foundation to inform the subsequent gap analysis and standards development exercises. The process shall be documented meticulously, with region-wise comparative tables and narrative insights highlighting key differences, innovations, and transferable practices suitable for adaptation in the Indian context.

## 2. Gap Analysis

2.1 Following the global benchmarking exercise, the consultant shall undertake a rigorous and structured gap analysis to evaluate the extent of alignment between the prevailing offshore crew training and competency standards in India and those established across leading international jurisdictions. This exercise shall not be limited to a surface-level comparison but must involve a deep dive into statutory requirements, training outcomes, institutional delivery capacity, and operational execution on board Indian offshore service vessels.

2.2 The gap analysis shall be structured to identify the following:

- Specific disparities between international and Indian standards in terms of curriculum content, duration of training, assessment and certification procedures, and periodicity of revalidation.
- Inconsistencies or insufficiencies in the application of international codes, including IMO instruments, and the extent to which voluntary or recommended practices (e.g., OPITO guidelines, IMCA frameworks) are embedded into the Indian offshore competency regime.

- Variations in operational preparedness, particularly for high-risk scenarios such as subsea operations, lifting and rigging, helideck management, and emergency response. The consultant shall identify whether existing Indian training frameworks adequately prepare personnel for such scenarios.
- Structural gaps in the regulatory architecture governing offshore crew training and vessel operations, including the absence of India-specific standards for certain vessel types or offshore functions.
- Institutional limitations within Indian training establishments with respect to faculty expertise, simulator availability, course delivery models, and capacity to offer globally recognised certifications.
- Gaps in crew certification, qualification equivalency, and seafarer mobility in international offshore markets, especially concerning revalidation procedures, medical fitness standards, and alignment with flag state requirements for offshore service.

2.3 The findings of the gap analysis shall be presented in a comprehensive and reader-friendly format. This shall include:

- Comparative matrices displaying the current Indian practices vis-à-vis international norms, organised by training modules, vessel types, crew categories, and operational scenarios.
- Tables, charts, and heat maps to visually indicate areas of compliance, partial alignment, and critical gaps.
- Narrative explanations for each category of deficiency, with an emphasis on implications for safety, operational efficiency, environmental risk, and international acceptability.

2.4 The consultant shall organise one or more technical validation workshops in consultation with the Client to deliberate on the findings of the gap analysis. These workshops shall bring together stakeholders from regulatory bodies, training institutes, vessel operators, offshore energy companies, classification societies, and professional associations. The objective shall be to validate identified gaps, solicit stakeholder insights on practical constraints, and foster ownership of the standardisation process.

2.5 In conducting the gap analysis, the consultant shall pay particular attention to the following thematic areas:

- Required vs. available skill sets for various operational roles onboard offshore vessels and rigs
- Safety management systems in theory and practice, including crew familiarity with Safety Case regimes and Permit to Work (PTW) systems
- Onboard living conditions, including space allocation, hygiene, catering standards, and crew mental well-being provisions
- Emergency preparedness and crew performance during drills, mock scenarios, and real-time incidents

2.6 The consultant shall also assess overlaps and fragmentation between multiple authorities and regulations currently governing offshore crew training and competency in India. Recommendations

shall be made for creating a harmonised and unified competency framework that draws upon the best of global practices while being tailored to India's legislative and operational environment.

2.7 The final output of this task shall be a **Gap Analysis Report** that consolidates all findings, stakeholder feedback, and initial recommendations into a single deliverable. This report shall serve as a key input for the formulation of revised or new standards for offshore safety, training, and competency in the Indian context.

### 3. Training Requirements and Benchmark Institutions

3.1 The consultant shall conduct a detailed assessment of mandatory and recommended training programs required for personnel serving on board offshore service vessels and platforms. This assessment shall be based on international requirements, operational risk profiles, and vessel-specific functions. The consultant shall map each training requirement against role categories and rank structures, taking into account technical complexity, emergency duties, and leadership responsibilities.

3.2 The consultant shall identify and document all core training programs that are considered essential across major offshore jurisdictions. These shall include, but are not limited to:

- **Basic Offshore Safety and Emergency Training (BOSIET)**, including HUET (Helicopter Underwater Escape Training) and EBS (Emergency Breathing Systems)
- **Further Offshore Emergency Training (FOET)** for refresher and revalidation
- **International Well Control Forum (IWCF)** and **IADC WellSharp** certifications for drilling and well control roles
- **OPITO-certified courses**, including H2S, MIST (Minimum Industry Safety Training), rigging and lifting operations, and confined space entry
- **Specialised training modules** such as Dynamic Positioning (DP) Operator Training, High Voltage Safety, ROV operations, Offshore Crane Operator certification, and Diving Supervisory courses
- **STCW Convention** courses, including Advanced Fire Fighting, Proficiency in Survival Craft and Rescue Boats, Medical First Aid, and Bridge Resource Management
- **Environment, health, and safety training** including behavioral safety, human factors, and permit-to-work systems

3.3 The consultant shall also analyse the training requirements for new and emerging roles in the offshore energy transition, including those involved in:

- Offshore wind farm installation, maintenance, and cable-laying operations
- Offshore hydrogen production and CO<sub>2</sub> storage
- Digital operations, remote asset monitoring, and unmanned systems oversight

3.4 In parallel, the consultant shall identify benchmark training institutions across the jurisdictions studied during the benchmarking phase. These institutions shall be recognised for their compliance

with international standards, affiliations with global accrediting agencies (such as OPITO, DNV, ABS, IMCA, etc.), technological infrastructure, and proven track record in delivering competent and globally employable offshore personnel.

3.5 For each benchmark institution identified, the consultant shall provide detailed profiles that cover:

- Range and depth of offshore training programs offered
- Facilities and training infrastructure, including simulators, mock-up units, and emergency training grounds
- Accreditation status and affiliations with regulatory authorities and industry associations
- Pedagogical approaches, including classroom instruction, hands-on practical sessions, virtual learning environments, and scenario-based simulation
- Strategies adopted for continuous curriculum upgrade in line with evolving offshore technologies and risk profiles

3.6 Based on the comparative review, the consultant shall prepare a gap-mapping between Indian maritime/offshore training institutes and their global counterparts. This shall include identification of:

- Training modules currently unavailable or underdeveloped in India
- Infrastructure limitations in simulation-based and practical training delivery
- Absence of international accreditations or equivalence recognition for Indian-issued certificates
- Institutional weaknesses in trainer certification, student evaluation methodologies, and post-training assessments

3.7 The consultant shall recommend a framework for recognising and upgrading Indian training institutions to meet international benchmarks. This shall include:

- Identification of short-, medium-, and long-term interventions required at the policy, institutional, and infrastructure levels
- Recommendations for forging institutional partnerships, twinning programs, and trainer exchange agreements with global centres of excellence
- Criteria for certification bodies and accreditation mechanisms to be recognised for offshore crew training in India

3.8 The consultant shall also propose a roadmap for the establishment of a national-level Centre of Excellence (CoE) for Offshore Training and Competency Development. This CoE may serve as the apex body responsible for setting standards, certifying trainers, auditing institutes, and fostering innovation in training delivery technologies.

#### **4. Recommendations for Tailored Guidelines**

4.1 Based on the outcomes of the benchmarking and gap analysis, the consultant shall develop a detailed and actionable set of guidelines specifically tailored to the needs, regulatory environment,

and operational dynamics of the Indian offshore sector. These guidelines shall aim to harmonise safety, operational efficiency, and crew competency standards with internationally accepted best practices, while maintaining contextual relevance to India's unique offshore operations, legal mandates, and workforce characteristics.

4.2 The guidelines shall address, in comprehensive detail, the following dimensions:

**a) Safety Protocols and Operational Readiness**

- Define clear, mandatory safety protocols for offshore service operations segmented by vessel type, operational area, and risk category.
- Establish operational safety management procedures in line with international norms such as ISM Code, IMCA Guidelines, and Safety Case Regimes.
- Recommend crew readiness and response protocols for high-risk activities such as diving operations, lifting operations, dynamic positioning, firefighting, and pollution control.
- Standardise procedures for regular safety drills, onboard audits, and safety culture assessments.

**b) Living Conditions, Hygiene, and Crew Welfare Standards**

- Propose minimum standards for onboard accommodation, food safety, potable water supply, waste management, and ventilation.
- Recommend guidelines for mental health and psychological well-being including fatigue management, rotational schedules, and recreational facilities.
- Establish uniform criteria for onboard medical facilities, availability of first-aid responders, and protocols for medevac and telemedicine services.

**c) Training and Certification Framework**

- Define role-specific training pathways that include baseline qualifications, task-based competency milestones, and revalidation timelines.
- Propose differentiated competency matrices for operational, technical, and leadership roles such as rig operators, crane handlers, DP operators, subsea technicians, barge supervisors, and HSE officers.
- Recommend modular training design to allow progressive skill development with opportunities for career advancement and international mobility.
- Lay out revalidation protocols and bridging courses to address changes in technology, regulations, and vessel functions.

**d) Behavioural Safety, Human Factors, and Risk Awareness**

- Integrate human factor training modules covering communication skills, teamwork, leadership under pressure, and situational awareness.
- Introduce scenario-based and simulation-led training for accident investigation, near-miss reporting, and real-time decision-making.

- Promote behavioural safety frameworks that encourage proactive hazard identification, compliance accountability, and safety leadership at all crew levels.

4.3 The consultant shall ensure that the guidelines are:

- **Technically sound:** Based on validated international references and expert input.
- **Contextually adaptable:** Customised to Indian vessel types, operational environments, climatic conditions, and socio-cultural crew profiles.
- **Scalable and modular:** Capable of phased implementation across the industry with scope for iterative refinement.
- **Legally coherent:** Mapped to applicable Indian maritime laws, DG Shipping rules, and Ministry of Labour and Employment norms, while ensuring alignment with international treaties to which India is a party.

4.4 The consultant shall provide the guidelines in a structured document format that includes:

- Section-wise prescriptions (mandatory, recommended, and good practices)
- Annexures containing sample checklists, compliance templates, audit formats, and sample standard operating procedures (SOPs)
- Visual decision trees or flow charts to guide users through complex procedural decisions
- A glossary of definitions to harmonise terminologies across the Indian offshore domain

4.5 The consultant shall also suggest a **regulatory integration pathway** for the adoption of the proposed guidelines. This shall include:

- Recommended amendments to existing notifications, DG Shipping circulars, and model courses
- A proposal for issuing new statutory instruments, including guidelines, advisories, or safety notices
- A suggested institutional structure or nodal agency responsible for monitoring implementation, resolving interpretation disputes, and issuing periodic updates

4.6 In addition, the consultant shall identify areas where pilot implementation could be undertaken, either in partnership with select Indian offshore training institutes, fleet operators, or industry associations. This will serve to validate the practical applicability of the guidelines and provide feedback loops for further refinement.

## 5. Sustainability and Innovation

5.1 In recognition of India's commitments to international environmental agreements, sustainable development goals (SDGs), and its growing leadership in the global energy transition, the consultant shall integrate the principles of environmental sustainability and technological innovation into the offshore training and competency framework. This shall ensure that Indian offshore personnel are not only technically competent but also environmentally responsible and future-ready.

## **a) Integration of Environmental Stewardship in Offshore Training**

5.1.1 The consultant shall identify global practices and regulatory requirements pertaining to offshore environmental protection, with a particular focus on pollution prevention, resource efficiency, and ecological sensitivity in offshore zones.

5.1.2 Based on this analysis, the consultant shall recommend mandatory and elective modules within offshore crew training programs that address:

- Prevention and mitigation of marine pollution from vessels and offshore installations (MARPOL, OPRC, Ballast Water Management)
- Offshore waste management practices, including segregation, containment, discharge monitoring, and reporting procedures
- Oil spill prevention and response training, including the use of oil containment booms, skimmers, dispersants, and reporting protocols in accordance with national and regional contingency plans
- Biodiversity awareness training for operations in ecologically sensitive offshore areas, such as coral reefs, fisheries zones, and marine protected areas
- Energy-efficient operations and carbon emission reduction techniques onboard offshore vessels and rigs

5.1.3 The consultant shall align these recommendations with India's obligations under conventions such as the MARPOL Annexes, the International Convention on Oil Pollution Preparedness, Response and Co-operation (OPRC), and other instruments adopted by the International Maritime Organization (IMO), while also ensuring relevance to national rules administered by the Directorate General of Shipping, the Ministry of Environment, Forest and Climate Change, and the Oil Industry Safety Directorate (OISD).

## **b) Promotion of Technological Innovation in Training Delivery**

5.2 The consultant shall explore and recommend the adoption of cutting-edge technological tools and pedagogical models for enhancing the quality, accessibility, and effectiveness of offshore training in India. These innovations shall support real-world preparedness and reduce dependence on high-risk or resource-intensive physical training environments.

5.2.1 The consultant shall recommend the introduction of simulation-based training programs and digital learning environments that replicate complex offshore operations, including:

- Full-mission bridge simulators for dynamic positioning and navigation in offshore fields
- Engine room simulators for machinery fault diagnosis and emergency handling
- Virtual reality (VR) and augmented reality (AR) modules for confined space entry, fire-fighting, and equipment familiarisation
- Digital twin models of offshore assets to simulate inspection, maintenance, and repair tasks

#### 5.2.2 Recommendations shall also include:

- The establishment of offshore e-learning portals and mobile learning apps to ensure continuous upskilling, even in remote or at-sea settings
- The use of Artificial Intelligence (AI)-driven adaptive learning platforms that personalise content based on user progress and retention
- Development of gamified training content for enhanced engagement and recall, especially for younger entrants to the offshore workforce

5.2.3 The consultant shall assess the feasibility of creating a national repository or cloud-based Learning Management System (LMS) that hosts all offshore training content, certification records, feedback mechanisms, and performance analytics. The LMS shall be integrated with government accreditation systems and allow interoperability with international credentialing bodies.

### **c) Future-Readiness and Adaptive Capacity**

5.3 The consultant shall also outline mechanisms to ensure that the training and competency framework remains adaptive to future industry shifts, such as:

- The rise of renewable offshore energy platforms, especially floating wind, tidal, and hybrid energy projects
- The increasing automation and digitalisation of offshore operations, including remote-controlled and unmanned platforms
- The emergence of new offshore services such as offshore carbon capture and storage (CCS), hydrogen production, and subsea cable repair

5.4 A forward-looking roadmap shall be provided, indicating periodic review mechanisms, stakeholder engagement forums, and metrics for measuring innovation adoption, training outcomes, and environmental impact reduction.

## **6. Key Deliverables**

Basis the detailed scope of work stated above, the Consultant shall submit the following key deliverables to the Client, aligned with the phased tasks under the scope of work:

### **6.1 Global Benchmarking Report**

A comprehensive report detailing international training, certification, and competency standards applicable to offshore personnel across major jurisdictions, including vessel-specific standards and best practices from regulatory authorities, classification societies, and industry bodies.

### **6.2 Vessel Classification and Training Matrix**

A tabulated and narrative analysis of training and competency requirements by vessel type and offshore function, including OSVs, AHTS, MODUs, FPSOs, barges, DSVs, MSVs, and others, with jurisdiction-wise comparatives.

### **6.3 Gap Analysis Report**

A structured report identifying gaps between international and Indian standards across curriculum content, regulatory frameworks, certification systems, institutional delivery mechanisms, and crew welfare. To include comparative matrices, heat maps, visual charts, and stakeholder feedback summaries.

### **6.4 Training Needs and Institutional Benchmarking Study**

An analytical report on mandatory and recommended training programs, mapped against roles and risk profiles, along with profiles of global benchmark institutions and a comparative evaluation of Indian training capacity.

### **6.5 Draft Guidelines for Offshore Safety and Competency Standards**

A set of operational and safety guidelines covering safety protocols, crew welfare, competency matrices, training pathways, and behavioural safety frameworks. To be presented in a modular, legally coherent, and implementable format with annexures, SOPs, and visual aids.

### **6.6 Roadmap for Institutional Strengthening and Centre of Excellence**

A policy and implementation framework for upgrading Indian maritime training institutions, forging international linkages, and establishing a national Centre of Excellence for Offshore Training and Competency.

### **6.7 Innovation and Sustainability Framework**

Recommendations for integrating simulation-based training, VR/AR tools, AI-driven learning, and environmental sustainability modules into offshore training. To include a roadmap for the creation of a national LMS platform and adaptive training systems.

### **6.8 Implementation Strategy Document**

A phased and time-bound plan for operationalising the recommendations, including stakeholder roles, priority areas, potential pilots, funding pathways, and monitoring mechanisms.

### **6.9 Final Consolidated Report**

A comprehensive final report synthesising all deliverables, stakeholder consultations, and policy recommendations, submitted in print and digital formats, accompanied by editable source files and data repositories.

## PROJECT DURATION & TIMELINES

It is estimated that the project shall be completed within a year from the date of award. The timelines recommended are as below:

Description	Time Period
Award of the contract	-
Benchmarking studies by the consultant as per requirement	8 months
Presentation of analysis and deliberations with the committee	4 months
Final suggestions and recommendations and acceptance from Client	2 months

Consultants are welcome to suggest an alternate timeline which is best suited to the project objective as per their understanding.

The CV's of these Key position shall be presented as per the following format:-

**Curriculum Vitae (CV) of Proposed Key Personnel**

1. Name of Staff:

2. Proposed Position:

3. Employer:

4. Date of Birth:

Nationality:

5. Education

<u>School, college and/or University Attended</u>	<u>Degree/certificate or other specialized education obtained</u>	<u>Date Obtained</u>

6. Professional Certification or Membership in Professional Associations:

7. Other Relevant Training:

8. Countries of Work Experience:

9. Languages:

Language	Proficiency		
	Speaking	Reading	Writing

**10. Employment Record:**

Period	Employer	Positions Held

<b>11. Detailed Tasks Assigned</b>	<b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>  Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed:
------------------------------------	---

**Certification**

I certify that (1) to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience; (2) that I am available for the assignment for which I am proposed; and (3) that I am proposed only by one Offeror and under one proposal.

I understand that any willful misstatement or misrepresentation herein may lead to my disqualification or removal from the selected team undertaking the assignment.

Date:

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*[Signature of staff member or authorized representative of the staff]*

PART III. REOI Submission Formats

**Form 1: REOI Form (Covering Letter)**

(On Consultancy firm's Letterhead)

Consultancy firm's Name\_\_\_\_\_

[Address and Contact Details]

Consultancy firm 's Reference No.\_\_\_\_\_ Date.....

To

**Directorate General of Shipping, 9th Floor,**

**BETA Building, I-Think Techno Campus,**

**Kanjur Village Road, Kanjurmarg (E),**

**Mumbai-400042**

**Ref: Your REOI document No. REOI document No. xx/x/xxCOMP/REOI/001**

**Tender Title: Request for Expression of Interest (REOI) for Selection of Consultancy firm to Study & Develop Safety Training and Competency Standards for Indian Offshore Industry.**

Sir/ Madam

Having examined the abovementioned REOI document, we, the undersigned, hereby submit/ upload our Expression of Interest (REOI) for being shortlisted for the performance of the Services.

1) About us:

We, M/s \_\_\_\_\_, hereby certify that We are a firm of proven, established, and reputed Consultancy firm having the required Experience, Past performance, Personnel, and financial capability, with offices at \_\_\_\_\_.

2) Our Eligibility and Qualifications to participate:

- a) We comply with all the eligibility criteria stipulated in this REOI document, and the relevant declarations are made along with documents in Form 1.2 of this REOI-Form.
- b) We fully meet the qualification criteria stipulated in this REOI document, and the relevant details are submitted along with documents in Form 2: 'Qualification Criteria – Compliance' and its sub-forms.
- c) We undertake to provide originals of all self-certified copies of uploaded documents during the REOI and RFP Process. We have understood the ramifications of failure to do so as detailed in clauses 10.2.4 and 10.2.5 of Section I: REOI.
- d) We have / don't have any conflict of interest with any other Consultancy firm as per clause 4.5 of Section I: REOI.

- e) No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this REOI and RFP processes.

Following commissions and gratuities have been paid/ are to be paid to agents or any other party by us relating to this procurement process: -----

3) Affirmation of terms and conditions of the REOI document:

We have understood the complete terms and conditions of the REOI document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the REOI document.

4) Abiding by the REOI Validity

We agree to keep our REOI valid for acceptance for a period up to -----, as required in the REOI document, or for a subsequently extended period, if any, agreed to by us.

5) Non-tempering of Downloaded REOI documents and Uploaded Scanned Copies

We confirm that we have not changed/ edited the contents of the downloaded REOI Formats. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the REOI document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our REOI are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon our successful shortlisting, we undertake to submit for scrutiny, on-demand by the Procuring Entity, originals and self-certified copies of all such certificates, documents, and affidavits/ undertakings.

6) Signatories:

We confirm that we are duly authorised to submit this REOI and make commitments on behalf of the consultancy firm. Supporting documents are submitted in Form 1.1, annexed herewith. We acknowledge that our digital/digitised signature is valid and legally binding.

7) Rights of the Procuring Entity to Reject REOI(s):

We understand that you are not bound to accept the lowest or any REOI you may receive against your above-referred REOI document.

.....

(Signature with date)

.....

(Name and designation)

Duly authorised to sign REOI for and on behalf of name, address, and seal of the  
Consultancy firm]

**Form 1.1: Consultancy firm Information**  
(On Consultancy firm's Letterhead)

Consultancy firm's Name \_\_\_\_\_

[Address and Contact Details]

Consultancy firm's Reference No. \_\_\_\_\_ Date.....

REOI document No. xx/x/xxCOMP/REOI/001

Tender Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm** to Study & Develop Safety Training and Competency Standards for Indian Offshore Sector

Note: Consultancy firm shall fill in this Form following the instructions indicated below.

Consultancy firm shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Consultancy firm's wrong or misleading information shall be treated as a breach of the Code of Integrity. Such REOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such a breach in the REOI document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Consultancy firm/ Contractor particulars:

a) Name of the Consultancy firm's Organisation:	
b) Corporate Identity No. (CIN):	
c) Registration, if any, with The Procuring Entity:	
d) Date of incorporation/ start of business:	
e) Place of Registration/ Principal place of business":	
f) Number of Years in Business:	
g) Number of Years in Consultancy services	
h) Consultancy firm's Website URL:	
i) Complete Postal Address:	
j) Pin code/ ZIP code:	
k) Telephone nos. (with country/ area codes):	
l) Mobile Nos.: (with country/ area codes):	
m) Contact persons/ Designation:	
n) Email IDs:	
o) PAN Number:	
p) GSTIN No:	

**NB: In the case of JV/C, repeat these details for all members**

Submit documents to demonstrate eligibility as per REOI Clause 4.1-1) - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarised and certified copy of its Registration; In case of JV, letter of intent to form JV or JV agreement and in case of Society – its Byelaws and registration certificate of the firm.

Authorisation of Person(s) signing the REOI on behalf of the consultancy firm

Full name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signing as:

- A sole proprietorship firm. The person signing the REOI is the sole proprietor/ constituted attorney of the sole proprietor,
- A partnership firm. The person signing the REOI is duly authorised being a partner to do so under the partnership agreement or the general power of attorney,
- A company. The person signing the REOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association/ Articles of Association.
- A Society. The person signing the REOI is the constituted attorney.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution Consultancy firm's Authorized Representative Information

Name:

Address:

Telephone/ Mobile numbers:

Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorised to sign REOI for and on behalf of name, address, and seal of the Consultancy firm]

DA: As above

## Form 1.2: Eligibility Declarations

(Ref REOI Clause 2.3)

(On Consultancy firm's Letterhead, supported with copy of Incorporation Certificates (for all member in case of consortium), and copy of PAN, GST registration certificate)

REOI document No. xx/x/xxCOMP/REOI/001

Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm to Study & Develop Safety Training and Competency Standards for Indian Offshore Sector**

Consultancy firm's Name \_\_\_\_\_

[Address and Contact Details]

Consultancy firm's Reference No. \_\_\_\_\_

Date.....

[Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

### Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the consultancy firm)

We hereby confirm that we comply with all the stipulations of REOI Clause 4.1 of the REOI document and declare as under and shall provide evidence of our continued eligibility to the DGS as and when it may be requested:

1) **Legal Entity of Consultancy firm:** We are:

- a) : \_\_\_\_\_ relevant documents enclosed)
- b) We are a consultancy firm with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate as applicable to the subject Services.

2) **Eligibility:** We solemnly declare that we (including our affiliates or subsidiaries, or constituents):

- a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- b) (including our affiliates or subsidiaries, or constituents for any part of the assignment):
  - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or
  - ii) Are not convicted (within three years preceding the last date of REOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for offences mentioned in REOI document in this regard.

- iii) We have neither changed our name nor created a new "Allied Entity", consequent to the above disqualifications.
  - c) Do not have any association (as consultancy firm/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of DGS, as counter-indicated, in the REOI document.
  - d) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other consultancy firm to submit or not to submit an REOI to restrict competition.
  - e) We certify that we fulfil other additional eligibility conditions if prescribed in the REOI document.
- 3) We certify that we are not an entity from a country identified to restrict Consultancy firms from India from participation in their Government Procurements as per REOI clause 4.2.1
- 4) Restrictions on procurement from consultancy firms from a country or countries or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:**

"We have read the clause regarding restrictions on procurement from a consultancy firm of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

- a) we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;
- b) we shall not subcontract any assignment to a contractor from such countries unless such a contractor is registered with the Competent Authority.

**5) Start-up Status:**

We confirm that we are (Certificate of Recognition issued by the Department for Promotion of Industry and Internal Trade (DPIIT) enclosed herewith)/ are not a Start-up entity as per the Department of Promotion of Industrial and Internal Trade – DPIIT.

**6) Penalties for false or misleading declarations:**

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign REOI for and on behalf of

.....

..... Name, address, and seal of the consultancy firm

DA: As in Sr 1 to 5 above, as applicable

## Form 2: Qualification Criteria – Compliance

(Ref Section III: Qualification Criteria)

(Along with supporting documents, if any)

(On consultancy firm's Letterhead)

REOI document No. xx/x/xxCOMP/REOI/001

Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm to Study & Develop Safety Training and Competency Standards for Indian Offshore Sector**

Consultancy firm's Name \_\_\_\_\_

[Address and Contact Details]

Consultancy firm's Reference No. \_\_\_\_\_

Date.....

*Note to consultancy firm: The Procuring Entity reserves its right to call for verification originals of all self-certified copies of stipulated documents supporting the fulfilment of qualifying criteria during the following RFP Process. If the shortlisted consultancy firm fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.*

S. No.	QC #	Condition Criteria	Supporting Document
1	QC1	<b>Similar Experience:</b> The Bidder/Lead bidder must have consultancy experience including:	- <b>Form 1.1:</b> Bidder Information
		<ul style="list-style-type: none"> <li>- Minimum 2 Relevant project in Maritime sector delivered in last 10 years</li> <li>- Minimum 2 Relevant project in Indian Public sector pertaining to Policy Making in last 10 years</li> </ul>	Letter of Award (LoA) (OR) Completion certificate (OR) Self- certification by MD of the bidder
2	QC2	<b>Technical Capability:</b>	
		Range of experience in providing consultancy/ advisory services on multiple types of offshore service vessels. <ul style="list-style-type: none"> <li>• OSV/PSV/Utility vessels</li> <li>• AHTS / Tugs</li> <li>• Barges – Accommodation / Pipelay/ Derrick / Crane / Heavy Lift / Dumb cargo barge etc</li> <li>• Specialised Vessels like DSV / MSV etc (fitted with Air Diving ROV)</li> <li>• Survey Ships</li> <li>• Harbor craft Patrol Craft</li> <li>• Crew Boat / Passenger Craft for Oil &amp; Gas use</li> <li>• Self-elevating MODU Drilling rigs</li> <li>• Well Stimulation and other specialised vessels for Oil &amp; Gas use</li> </ul>	Letter of Award (LoA) (OR) Completion certificate (OR) Self- certification by MD of the bidder

		<ul style="list-style-type: none"> <li>• Bulk Tankers</li> <li>• FPSO / FSO / Oil Tankers</li> <li>• Dry Bulk Cargo Ships</li> <li>• Passenger Ships</li> </ul>	
<b>3</b>	QC4	<b>Turnover and Size:</b> The Bidder/Lead Bidder must have a minimum average annual turnover of INR 500 Cr over the last three financial years ending March 31, 2024 from consulting business operations in India. (Excluding IT implementation, Forensic/ Internal Audit/ Risk Assessment / tax)	- <b>Form 2.2.1:</b> Financial Statement
<b>4</b>	QC 4	No of domain Experts / Consultants relevant to this project, having 25+ years on payroll of the bidder for at least last three years 1. Over 25 2. between 20-25 3. between 15-20	Certificate from HR
<b>5</b>	QC 5	Valid ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 covering minimum Scope	Copy of the ISO certificate need to be attached

*Note: consultancy firms shall provide evidence of their continued qualification to perform the Services satisfactorily to the Procuring Entity, as the Procuring Entity may request at any stage during the RFP process that would follow this REOI.*

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign REOI for and on behalf of

..... Name, address, and seal of the consultancy firm

DA: As above, if any

## Form 2.1: Performance Capability Statement

### Statement of Performance of Services

(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(On consultancy firm's Letterhead)

REOI document No. xx/2x/xxCOMP/REOI/001

Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm to Study & Develop Safety Training and Competency Standards for Indian Offshore Sector**

Consultancy firm's Name \_\_\_\_\_

[Address and Contact Details]

Consultancy firm Reference No. \_\_\_\_\_

Date.....

Note to consultancy firm:

1. Consultancy firm *must fill in this Form to prove conformance to Section III Qualification Criteria. Mention contracts in which a consultancy has been a party, whether as a consultancy firm, affiliate, associate, subsidiary, or any other role. The list below is indicative only. You may attach more documents as required to highlight your past performance. Add additional details not covered elsewhere in your REOI in this regard. Statements and Documents may be mentioned/ attached here.*
2. *List only those assignments for which the consultancy firm was legally contracted as a company. Assignments completed by the consultancy firm's individual experts working privately or through other firms cannot be claimed as the relevant experience of the consultancy firm or that of the Consultancy firm's partners or sub-consultancy firm s but can be claimed by the Experts themselves in their CVs. Assignments of Sub-consultancy firm (s) can be used to meet the Experience requirements specified in Section III, Qualification Criteria. The consultancy firm should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if the Client requests.*
  - 1) **The number of years of experience in consultancy services:** Provide evidence for the required length of experience in similar Services and cross-reference the list of assignments below.
  - 2) **In the specified period, list similar Services assignments completed or completed in a tabular form** (Note: List only the most important and relevant ones. List the largest value and most relevant projects to this assignment first)
    - a) country, client, (source of funding),
    - b) project title, project reference number, project value, project period
    - c) brief description of the consultancy firm 's role in the project

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign REOI for and on behalf of

.....

..... Name, address, and seal of the Consultancy firm]

DA: Performance records/ contracts

## Form 2.2 Financial Capability Statements

(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(On Consultancy firm 's Letterhead)

REOI document No. xx/x/xxCOMP/REOI/001

Tender Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm** to Study & Develop Safety Training and Competency Standards for Indian Offshore Sector

Consultancy firm 's Name \_\_\_\_\_

[Address and Contact Details]

Consultancy firm 's Reference No. \_\_\_\_\_

Date.....

*Note to consultancy firm: Fill out this Form for the consultancy firm and each member of a joint venture or other association that is a party to the consultancy firm to highlight conformance to Criteria 2: Financial Capability. The list below is indicative only. You may attach more documents as required. Add additional details not covered elsewhere in your REOI in this regard.*

**Form 2.2.1: Financial Statements**

*Note: Each consultancy firm must fill in this Form.*

<b>Financial Data for Previous Three (3) Years</b>			
	<b>Year 1:</b>	<b>Year 2:</b>	<b>Year 3:</b>
<b>Information from the Balance Sheet</b>			
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			
<b>Working Capital</b>			
<b>Information from Income Statement</b>			
<b>Total Revenues</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

In case any of the above details can not be provided, the bidder shall provide financial statements (either audited financial statements supported by audit report or certified financial statements supported by Income tax returns), complying with the following conditions.

- 1) All such documents reflect the financial situation of the consultancy firm and not a sister or parent company.
- 2) A Chartered accountant must audit historical financial statements.
- 3) Historical financial statements must be complete. Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign REOI for and on behalf of

..... Name, address, and seal of the consultancy firm]

**Form 2.2.2: Average Annual Turnover**

(Ref REOI Clause 2.3, Section III: Qualification Criteria)

(On consultancy firm's Letterhead)

REOI document No. xx/x/xxCOMP/REOI/001

Tender Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm** to Study & Develop Safety Training and Competency Standards for Indian Offshore Sector

Consultancy firm's Name \_\_\_\_\_

[Address and Contact Details]

Consultancy firm's Reference No. \_\_\_\_\_

Date.....

*Note: Each consultancy firm or member of a Joint Venture/Consortium must fill in these forms.*

<b>Annual Turnover Data (Rs Crores) for the Last Three (3) Financial Years</b>		
<b>Year</b>	<b>Total Turnover Amount</b>	<b>Turnover from Consultancy services</b> (supported by a certificate from the Chartered Accountants)
<b>Average Annual Turnover</b>		

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign REOI for and on behalf of

.....

..... Name, address, and seal of the consultancy firm

**Form 3: Checklist for Consultancy firm**

Ref REOI Clause 2.3)

(On consultancy firm's Letterhead)

Consultancy firm's Name\_\_\_\_\_

[Address and Contact Details]

Consultancy firm 's Reference No.\_\_\_\_\_

Date.....

REOI document No. xx/x/xxCOMP/REOI/001

Tender Title: **Request for Expression of Interest (REOI) for Selection of Consultancy firm** to Study & Develop Safety Training and Competency Standards for Indian Offshore Sector

*Note to consultancy firm's: This checklist is merely to help the consultancy firms to prepare their REOIs. It does not override or modify the requirement of the REOI. consultancy firms must do their due diligence also.*

Sr No.	Documents submitted, duly filled, signed	Yes/ No/ NA
1.	Form 1.- REOI Form (to serve as covering letter and declarations)	
2.	Form 1.1: consultancy firm's Information and Power of attorney and Registration Certificates etc.	
3.	Form 1.2: Eligibility Declarations, along with supporting documents	
4.	Form 2: Qualification Criteria - Compliance	
4.a	Form 2.1, 2.2 (and its sub-forms) to support Form 2 along with supporting documents	
5.	Form 3: Checklist for consultancy firm	
6.	Form 4: Declaration for No Conflict of Interest	
7.	Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units	
8.	Form 7: Other information required	
9.	Any other requirements, if stipulated in Section II: Appendix; or if considered relevant by the consultancy firm	

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign REOI for and on behalf of.....

[Name, address, and seal of the consultancy firm]

### **Form 4: Declaration for No Conflict of Interest**

**<<To be submitted on the Company Letter head of the Lead Bidder>>**

Date:

To

Directorate General of Shipping

9th Floor, Beta Building,

i-Think Techno campus

Kanjurmarg (East), Mumbai – 400042

Sir,

Sub: Undertaking on No Conflict of Interest

I / We as Consultancy firm (SI) do hereby undertake that there is absence of, actual or potential conflict of interest on our part due to prior, current, or proposed contracts engagements, or affiliations with Directorate General of Shipping, Government of India.

I / We also confirm that there are no potential elements (time frame for service delivery, resource, financial or other) that would adversely impact our ability to complete the requirements of this RFP.

We undertake and agree to indemnify and hold Directorate General of Shipping, Government of India harmless against all claims, losses, damages, costs, expenses, proceeding fees of legal advisors (on a reimbursement basis) and fees of other professionals incurred (in the case of legal fees & fees of professionals, reasonably) Directorate General of Shipping, Government of India and / or its representatives, if any such conflict arises later.

Yours faithfully,

Authorized Signatory

Designation

Date

Time

Seal

**Business Address**

## Form 5: Details of ineligibility for corrupt or fraudulent practices / blacklisted with any of the Government or Public Sector Units

<<On the letterhead of the Bidding Organization>>

<<In case of consortium, separate certificates to be submitted from respective authorized representatives>>

Date:

To:

Directorate General of Shipping  
9<sup>th</sup> Floor, Beta Building,  
i-Think Techno campus  
Kanjurmarg (East), Mumbai - 400042

**Subject:** Declaration for not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public Sector Units in India

Dear Sir,

We, the undersigned, hereby declare that

We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organization)

Name :

Designation :

Date :

Company Seal :

Business Address :

**Form 7: Other information required.**

(All Questions except S.No.6 are mandatory for bidders who are submitting the response for this REOI)

**1. Overall credentials to deliver the Project**

**2. Rough Cost estimation :-****PART A**

S No.	Details	Amount (INR)
A.	Estimated Lumpsum towards Preparation of purpose-oriented guidelines and standards for Construction, Personal & Operational Safety requirements for offshore service vessels, as per scope of work defined in EOI.	..... (in Figures) ..... (in Words)
B.	Estimated Lumpsum towards Preparation of purpose-oriented guidelines, and standards for competency requirement and training plan for the crew/personnel on-board the offshore service vessels, as per scope of work defined in EOI.	..... (in Figures) ..... (in Words)
	Total Cost (A+B)	..... (in Figures) ..... (in Words)
	Applicable GST % on above	.....
	Applicable GST Amount on above	..... (in Figures) ..... (in Words)
	TOTAL PROJECT COST INCLUDING GST	..... (in Figures) ..... (in Words)

**PART B:**

(Prices in INR)

S No.	Description	Domain / Discipline	Number of personnel proposed to be deployed	Rate per hour	Estimated Man-Hours	Total Cost
			A	B	C	D=A x B x C
1	Senior Team member / Consultant / Domain	Discipline-1:				
		Discipline-2:				

S No.	Description	Domain / Discipline	Number of personnel proposed to be deployed	Rate per hour	Estimated Man-Hours	Total Cost
			A	B	C	D=A x B x C
2	Expert (20+ years of experience)	Discipline-3:				
		.....				
		Discipline-1:				
		Discipline-2:				
2	Junior team member / domain expert (10+ years of experience)	Discipline-3:				
		.....				
		Discipline-1:				
		Discipline-2:				

## Notes:

- The above rates are exclusive of all taxes, duties, levies etc. and shall be made in USD only. All payments towards GST shall be made in INR.
- The lumpsum quoted amount shall include all expenses incurred on the project including costs towards acquisition of data, travelling, consumables, printing expenses, out of pocket expenses etc. nothing additional shall be paid over and above the Total Lumpsum quoted amount.
- Incase any additional scope of work is desired by Client, then the payment for such additional work shall be paid subject to rates quoted in Part B. Official variation order shall be issued for such additional work.
- In case of any discrepancy in the amount quoted in figures and words, the amount quoted in words shall be considered as quoted amount.

\* Consultants are required to provide a rough cost estimation as part of their submission in this particular format. Expressions of Interest (Eoi) submitted without a cost estimate will be considered incomplete and may be disqualified from further evaluation

